

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Director of Finance & Admin. **GR:** 5 **FLSA:** EX **DATE:** 1/21/2016
DEPARTMENT: Finance **DIVISION:** Finance
REPORTS TO: City Manager **APPROVED:** _____ **JOB CODE:** 7086

GENERAL DESCRIPTION:

Under general operating standards, administers, coordinates, supervises and controls all financial, records management and accounting activities for the city. Performs difficult work requiring significant interpretive judgement in variation from established procedures and standards.

TYPICAL DUTIES:

- Develops, implements and supervises policies, plans and programs for the financial, records management and accounting functions; develops and establishes controls necessary to assure the accuracy and security of all records and funds
- Establishes and maintains city accounting system including administration of assets and liabilities, accounts payable, purchasing, receipting, utility billing and collections, business licenses and tax collections, cash management, payment and recording of city bonds and coupons
- Develops meaningful departmental metrics to reflect measurable outcomes; analyzes data on efficiency and effectiveness of programs and services; develops, reviews and monitors organizational financial trends
- Ensures completeness and timeliness of financial reports, records and related documents; notes variances from approved or authorized practice and initiates action to ensure established controls are maintained
- Reviews all disbursements; trains, supervises, and evaluates personnel
- Prepares and oversees organizational and departmental budget(s); coordinates audit; oversees mail distribution and counter services
- Supervises issuance of licenses and warrants
- Invests city funds; supervises issuance of long and short term debt
- Provides guidance and consultation to department heads and other staff; attends meetings and reports to City Commission as required
- Performs related work and other tasks as necessary as a member of the City Manager's executive management team; perform other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Department head of small department.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to bachelor's degree in accounting, business, public administration, or a related field with emphasis on governmental financing and/or accounting, and over five years of progressively responsible experience in governmental financing and accounting, including two years in a supervisory capacity; must qualify to be bonded. Possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

Must live within the corporate limits of the city.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
Effectively communicate orally and in writing. (Daily)
Effectively organize the work of self and others. (Daily)
Exercise sound judgement in decisions and interpretations. (Daily)
Maintain and apply knowledge of the principles, practices and ethics of municipal finance, including budgetary accounting, treasury management, revenue administration and budgeting. (Daily)
Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)

ESSENTIAL JOB FUNCTIONS (continued):

Exercise sound judgment in decisions and interpretations. (Daily)

Maintain and apply knowledge of the principles, practices and ethics of municipal finance,

including budgetary accounting, treasury management, revenue administration and budgeting. (Daily)

Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)

Effectively conduct studies and investigations. (Daily)

Maintain and continually upgrade knowledge of methods, materials and equipment used in records management. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Speak clearly and concisely before groups. (Daily)

Confer with City Manager to ascertain basic administrative policy and to coordinate action on matters which City Commission has requested. (Daily)

Effectively assign and supervise personnel. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Minimal amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Occasional, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Adequate to perform essential functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: No exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to understand and apply financial and accounting concepts.

Ability to evaluate and execute possible courses of action.

Ability to interpret and summarize financial information.

Ability to organize files and effectively retrieve data.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED: Computer, telephone, copy machine, adding machine, calculator, scanner, and fax machine.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.